

CONFIDENTIAL

24 NOV 71

MEMORANDUM FOR: Executive Officer, Office of Finance

SUBJECT : Review and Destruction of Finance Records

1. In light of the DDP's recent concurrence in the destruction of certain voucher and accounting records that have met the legal retention requirement, it would be helpful if you provided me with the following information:

a. The total footage of Field Accountings and Headquarters Voucher files that have reached the required twelve-year retention period;

b. The footage of these files that still require pre-destruction review;

c. Your plans and schedule for reviewing and authorizing destruction of these records.

2. A reply at your earliest convenience would be very much appreciated. This information will assist us in further planning, particularly Records Center activity, and reporting to top management on our records program. I have asked [ ] to work directly with [ ] in developing the data requested above.

25X1A

25X1A

[ ]  
Chief, Support Services Staff

DDS/SSS/OS:rf (24 Nov 71)

Distribution:

Orig. & 1-Addressee  
1-SSS Subject  
1-SSS Chrono

CONFIDENTIAL

